



# Trainee Legal Secretary program 2010

## Considering a career as a legal secretary?

**Smart move. Legal services is a growing industry around the world. Legal secretaries work on varied assignments using the latest technology, in a vibrant and professional environment.**

It's also a smart move to join the Minter Ellison Legal Group for your legal secretarial training. We are one of the largest law firms in the Asia Pacific. Our legal team of more than 1,200 is backed by a strong multi-disciplinary team of support staff, working in 15 locations worldwide.

Our size means we give our people the opportunity to gain valuable legal experience. Our six month Trainee Legal Secretary (TLS) program is the ideal next step in your legal career.

"The TLS program gave me the hands on experience that I needed in a new job. It didn't throw you in the deep end and I always had someone that I could ask any questions I had. It prepared me well for a permanent position in the firm and gave me a good network of people throughout the firm as I rotated between groups. I feel I learnt so much from the program and it made the transition between study and work so much easier." **Nicole Streeting, TLS 2009**

## Why choose a career at Minter Ellison?

Here are some of the great things about working at Minter Ellison:

- opportunities to work on great deals for blue-chip corporate and public sector clients
- ongoing career and development opportunities
- award-winning employee benefits package
- friendly and supportive culture
- cutting-edge technology and knowledge management systems
- professional, modern work environment in a prime CBD location

## What can you expect from our TLS program?

Continual ongoing training and support throughout the program including:

- a one week induction to prepare you for working at Minter Ellison
- one-on-one coaching with a mentor
- ongoing technology training on all Minter Ellison software
- client service and communications skills

As a trainee you can expect to assist secretaries and lawyers to prepare documents for clients and court, provide diary management, proofread documents, complete data entry tasks, prepare invoices, manage files, liaise with clients and provide general typing and administrative assistance. You will also learn the value of working as part of a team.

"Minter Ellison has provided me with a great opportunity to be involved in the TLS program. It is great having mentors throughout the program, knowing that there is always someone there to guide you and answer all the questions you may have." **Clare Tyson, TLS 2009**

## It's not all work

There are plenty of opportunities to participate in recreational activities, including sports teams, discounted in-house massages and free gym membership.

In addition, each Minter Ellison office has an energetic social committee, which organises Friday night events, family picnics and mid-year and end-of-year events.

These advantages – along with special discounted financial services, health insurance, movie tickets and much more – make up our award-winning employee benefits package.

“The program allows you to gain an insight into what it is like being a legal secretary while learning valuable skills from your mentor and others around you. The transition from a learning environment is made easy due to the supportive and encouraging staff at Minter Ellison.” **Sigrid Leicht, TLS 2009**

## Who are we looking for?

We like our trainees to have:

- a proactive ‘self starter’ approach to learning and skills development
- excellent written and verbal communication skills
- accuracy and attention to detail
- professional presentation
- a minimum typing speed of 40+ words per minute with 98% accuracy
- knowledge of the Microsoft Office suite
- excellent telephone skills
- knowledge of legal terminology
- successful completion of final year high school
- ideally, further education in areas such as legal practice, business studies, secretarial studies or administration

“The TLS program is a fantastic way to get acquainted with a big Law Firm such as Minter Ellison. It offers a varied experience by getting to rotate through a range of different groups which adds to your skills and helps you on your way to becoming a great Legal Secretary.” **Meredith Peters, TLS 2009**

## How to apply

The Trainee Legal Secretarial Program begins in early February each year.

Your application should include:

- a one-page covering letter stating the position you are applying for and summarising why you are suitable for the role; and
- a resume with copies of certificates detailing both your school and college results (including completion dates, if applicable) and the names and telephone numbers of two referees.

Your application should be submitted through the Minter Ellison careers website. Simply log into

**[www.minterellison.com/careers](http://www.minterellison.com/careers)** and follow the prompts to upload your application to Trainee Legal Secretary Program – 2010.

“The TLS program has been a great experience which has helped to prepare me for the role of a Legal Secretary. The people at Minter Ellison have a positive and helpful attitude that helps to contribute to the friendly environment.” **Chantelle Borg, TLS 2009**

## Want to find out more?

For general enquiries or assistance with submitting applications, please contact:

### Liana Hurry

Human Resources Coordinator

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## Trainee Legal Secretary Program 2010 application timetable

Applications open:	Monday 17 August 2009
Applications close:	Friday 4 September 2009
Interviews:	14 September to 18 September 2009
Offers are made:	Friday 25 September 2009
Program commencement:	February 2010

SYDNEY  
MELBOURNE  
BRISBANE  
CANBERRA  
ADELAIDE  
PERTH  
GOLD COAST  
DARWIN  
AUCKLAND  
WELLINGTON  
HONG KONG  
SHANGHAI  
JAKARTA  
LONDON  
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